

EXHIBIT 3-I Procurement Check List

PROCUREMENT CHECKLIST <input type="checkbox"/> Engineering Services <input type="checkbox"/> Architectural Services <input type="checkbox"/> Grant Management Services <input type="checkbox"/> Other : _____	
Procurement Requirements	
Date:	
	a. scope of RFP/RFQ or project work description clearly delineated?
	b. appropriate advertisement (or phone solicitation, as applicable) was conducted and documented?
	c. objective scoring criteria and process used?
	d. record of selection process?
	e. references checked?
	f. fixed price contract with delineation of hourly pay rates and estimated hours?
	g. CDBG supplemental conditions included in the contract?
	h. draft contract reviewed and approved by CDBG liaison?
	i. contractor eligibility/debarment check completed by CDBG (prior to notification of award)?
	j. copy of signed contract and notification of award submitted to CDBG, along with documentation concerning items b - f?
	k. other conditions, as applicable:
NOTES:	